

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

TAX AND LICENSE ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan and supervise the staff and operations of the Tax and License Division; to perform technical supervision in the areas of sales tax audit, license services and revenue collection; and to provide complex staff assistance to the Financial Services Manager.

Supervision Received and Exercised:

Receives general direction from the Financial Services Manager or from other supervisory or management staff.

Exercises direct supervision over technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop, plan, and implement Division goals and objectives; review, recommend and administer policies and procedures; recommend proposed changes in City tax laws and regulations.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct, oversee and participate in the development of the Division work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Prepare the Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer and monitor the approved budget.

Effective November 1988

Revised April 2001

Revised November 2001 (range adj due to market)

Revised April 2003 (changed supervisory requirements to include administrative)

CITY OF TEMPE

Tax and License Administrator (continued)

- Prepare, review and edit a variety of reports including the monthly sales tax revenue statistical reports.
- Review, approve or deny all waiver requests for taxpayers' penalties; assure prompt collection and deposit of monies.
- Coordinate license approval process with other City departments.
- Answer the public's questions and provide information pertaining to sales tax and licensing matters by phone, in person or written correspondence; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Attend inter-City or state sponsored meetings involving licenses or sales tax; participate in taxpayer hearings on sales tax assessments.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible professional auditing, and/or sales tax administration experience, including two years of administrative and/or supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course working in accounting, business administration or a related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 2000

Salary Range: 49

Compensation Plan: P40/Regular

FLSA: Exempt

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